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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 17 July 1958

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FROM : Chief/Language and Area School/TR

SUBJECT: Weekly Activities Report #28

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1787

Date: 08 MAR 1976 BY: **A. SIGNIFICANT ITEMS**

None to report.

B. OTHER ACTIVITIES

1. met to discuss a variety of matters pertaining to the School's current program to establish sound, systematic employment, personnel and utilization policies and practices for all contract employees--area instructors, language instructors and technical personnel. An important element of this program is to provide (a) suitable adjustments for current employees, including profitable professional development or gradual release of some persons, and (b) a sound basis for selecting and employing persons in future. So far as is known, this is the first effort within the Agency to establish and apply impersonal standards for groups of contract employees. We are grateful to PO/TR for its aid and counsel.

2. We are trying to assist WE with some "odd ball" requests this week--Icelandic, Danish and untimely Italian.

3. On 16 July, gave an informal unclassified summary of the current situation in the Middle East for LAS staff, faculty and students. About 35 persons attended.

4. File studies and interviews are being conducted this week preparatory to 6 or 7 Qualifications Review and Placement Panels next week for candidates to study Spanish, Russian, Chinese, and Arabic.

5. C/LAS returned from leave on 10 July. is still on leave. All other deputies and department heads are on duty.

6. The School's unofficial consultation service role has been enlarged by an internal request to suggest persons to teach French and German in a new elementary school program in McLean.

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TO : Director of Training

DATE: 16 July 1958

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Following is a breakdown of the number of students using the language labs during the week July 7 through 11:

Eye Building	70
Quarters Eye	<u>54</u>

Total..... 124

2. Eight people were tested in Japanese on the 10th of July.
3. One hundred and sixty Certification for Language Award certificates were graded and sent to Registrar during the week of 9 - 16 July. This leaves 500 to go, pending completion of the orals.
4. Personal Items. To our deep regret we are losing Mary [redacted] She leaves with our best wishes and high commendation for her service with us. Our sole consolation is that [redacted] is going to assume her responsibilities in administering the LAS Tempo "I" office. [redacted] will continue her capable handling of area affairs and the LAS Library.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 16 July 1958

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

1. The Russian Workshop, a special summer course which will meet three hours a week for ten weeks, started on 15 July with a registration of twenty.

2. to discuss the anthropological and sociological blocs of instruction in the projected course on the problems of working with foreign people.